



SAFETY IN THE WORKPLACE

It is everyone's responsibility to provide for a safe working environment. Teamwork is the key to the protection of our valuables and persons while at our places of business.

TIPS TO REMEMBER:

- ◆ To avoid theft do not leave valuables in unsecured locations.
- ◆ Don't carry large amounts of cash and credit cards.
- ◆ Be aware of your surroundings -- especially strangers that seem to be suspicious or don't belong.
- ◆ Refrain from letting unauthorized individuals into the work area.
- ◆ Someone in the office should acknowledge customers immediately and ask if they need assistance.
- ◆ Try to make a mental note of each customer in case a potential problem occurs. This means giving the suspicious person eye contact. This lets them know you will be able to identify them later.

The theft of personal property may be the least of your problems.
Identity theft may turn into a problem that may last for years.

Do not hesitate or wait to report suspicious activities or persons. Too much time is lost waiting for someone else to take notice or take the appropriate actions. Non emergency or employee safety issues should be directed to the appropriate supervisors. Emergencies require a call to police/fire via **911**. Non emergency suspicious or criminal activities should be referred to the Hampton Police Division via the non-emergency number (727-6111).